

Selectmen Meeting  
April 7, 2022

In attendance: David P. Dufresne, Chair; Rich Eichacker, Vice-Chair; Derick Veliz, Clerk

1. **Call Meeting to order:** 6:01 PM
2. **Pledge of Allegiance** **ANNOUNCE TOWN MEETING SATURDAY MAY 14 SPECIAL TOWN MEETING 11:30 AM ANNUAL TOWN MEETING 12:00 NOON START**
3. **Valley Communications** Not coming tonight will be here 4-14
4. **Warren Housing Authority:** No one showed up
5. **West Warren Library Budget:** Went over their budget, Ms. McCann said that a lot of people come in to use the computers, but they are 6 years old and are looking to upgrade sometime in the future. They have two part-time workers and 1 full time workers. Their budget went up due to the rising cost of everything. No one had any questions. Budget is good to go.
6. **Highway Budget:** Since the last time Highway has taken on ground maintenance for all municipal owned property, with this they needed to hire another full-time employee and two more part-time employees. Parks and Cemetery gave up a good part of their budgets so that Highway could use more of the money to do the hiring needed. The discussion went to Snow and Ice to see if that budget needed to go up. Mr. Olson said that it didn't since for the past two year they didn't spend all their budget he didn't feel that he needed to increase his budget. Mr. Olson asked Chief Lavoie if Highway could be included on the system of their new radio system. The Chief said not right now but we will investigate it after the system is in place.
7. **Sewer Department Budget:** No one from the Sewer Commission was here. So, the select board discussed the problems that the sewer department is having keeping and hiring people to work there, due to the low pay we offer. They have just hired one person so once David Grey comes back that would make it 3 but no Chief Operator. In the future we should look at making a DPW.
8. **Historical Society up request** Would like to increase to \$5,000 instead of \$2,500, They want to expand the work on fixing and documenting the gravestones.
9. **Approval/authorization FY 21 Warren & Central MA Regional Planning Commission** move to next meeting
10. Mr. Eichacker made a motion to appoint the following people: **Sue Ramsey, Lisa Boucher, Tim O'Brian, Joyce Eichacker, Steve Cristol** to the Open Space & Recreation Plan Committee, Mr. Veliz 2<sup>nd</sup> AIF Appointment Passes unanimously
11. **Warrants & Bills:** Mr. Eichacker made a motion to pay the following Warrants and Bills:
  - a. Warrants:

i. 81	Payroll	\$40,786.65
ii. 82	Vendor	\$99,832.72
iii. 83	Payroll	\$48,647.96
iv. 84	Vendor	\$702,071.76
  - b. Bills

i. KP Law	\$2,782.21
ii. KP Law	\$2,641.00
iii. Marlin Capital Solutions for Copiers	\$2,048.38
iv. EZ True Value	\$7.78

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v. EZ True Value	\$20.26
vi. Verizon	\$133.85
vii. Modern	\$92.00
viii. National Grid Streetlight account	-\$19,509.51
ix. WB Mason	\$153.39
x. WB Mason	\$306.54
xi. WB Mason	\$23.33
xii. Workhorse	\$1,500.00
xiii. Northeast IT WI-FI Gym	\$1,165.00
xiv. Northeast IT WI-FI Gym	\$45.00
xv. Northeast IT WI-FI Gym	\$2,223.00
xvi. Google	\$82.64
xvii. New Systems Associates LLC	\$3,787.92
xviii. Warren Water District	\$103.00
xix. Community Development Advisory committee	\$1,070.08

2<sup>nd</sup> by Mr. Veliz AIF Passed to pay the bills and warrants unanimously

**12. Minutes:** No minutes for this week

**13. Town Administrator Report:**

- a. **Free Cash** Mr. Ferrera pointed out that we should have 3-5% of our money in free cash - not spent or allocated - for unforeseen expense. The board looked at what they were taking out of free cash and asked the Fire Chief Lavoie and Highway Surveyor Jeremy Olson if they could cut back a little, they both said yes. So, the amount of free cash expended would still leave 3% in savings.

**14. New Business:**

- a. Mr. Dufresne stated that an older couple came in the office to let us know that the steps downtown need some work. The metal protective strip is coming loose, and the steps are degraded and need to have something done to them. Mr. Dufresne and Mr. Olson had gone down there to look at the condition of the treads and Mr. Olson said would work on a solution.
- b. Mr. Dufresne said that he and Mr. Veliz were judges over at the High School Science Fair, and that it was hard to pick a winner there where so many great projects. We have some amazing young people.

**15. Old Business:**

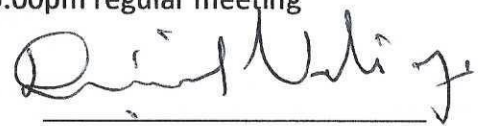
- a. **Free cash** After the Town Administrators report they changed some numbers. Mr. Eichacker made a motion to put in the Special Town Meeting the articles for the expenditure of free cash for the items discussed with the lower amounts.
- b. **Personal Protection Equipment**, See Letter from Jim McKeon

**16. Comments and Concerns:** ANNOUNCE TOWN MEETING SATURDAY MAY 14 SPECIAL TOWN MEETING 11:30 AM ANNUAL TOWN MEETING 12:00 NOON START

**17. Next Meeting Date:** April 14, @ 4:00 PM Dog Hearing and 6:00pm regular meeting

**18. Adjourn**

Respectively submitted by  
Karen Dusty, Administrative Assistant

  
Derick Veliz, Clerk

# WEST WARREN LIBRARY

2370 Main Street West Warren, MA 01092  
westwarrenlibrary@gmail.com  
Phone: (413) 436-9892

## Proposed

	CURRENT BUDGET FY2022	BUDGET REQUEST FY2023	Notes
RENT	15,000	15,000	
PAYROLL (w/taxes)	43,000	49,000	
STATE ASSOCIATION FEES	15	15	
ACCOUNTING	3,500	3,700	
INSURANCE	1,200	1,100	
VERIZON	1,200	1,300	
C/W MARS	6,700	6,700	
UTILITIES	2,000	2,000	
FUEL	1,800	1,800	
COMPUTER SERVICES	2,000	0	
POSTAGE	100	100	
SUPPLIES	2,500	2,400	
COVID SUPPLIES	1,000	100	
PROGRAMMING	300	100	
*MATERIALS (BOOKS, CDs,DVDs,ELECTRONIC RESOURCES)	16,957	15,174	FY23 required expense \$18,713 Expected State Aid funding to cover the def
<b>TOTAL EXPENSE</b>	<b>97,272</b>	<b>98,489</b>	

610-5610-067

**TOWN APPROPRIATION** 97,272 98,489 **Municipal Appropriation Requirement \$196,977**

2.5% required increase. See attached.

# State Aid to Public Libraries

To qualify for FY2023 State Aid, **combined**, the two libraries **MUST**:

- Meet the FY2023 (MAR) Municipal Appropriation Requirement.
- Meet the Materials Expenditure Requirement.

Population Group	Full Compliance (100%)	Mid-Level Compliance (90%)
Under 2,000	20%	18%
2,000-4,999	19.50%	17.55%
5,000-9,999	19%	17%
10,000-14,999	16%	14.40%
15,000-24,999	15%	13.50%
25,000-49,999	13%	11.70%
Over 50,000	12%	10.80%

**\*Combined** both libraries must spend 19% of the Town Appropriation on materials.

- Meet the Hours Open Requirement

Population Group	Full Compliance (100%)	Mid-Level Compliance (90%)
Under 2,000	10 hrs. some evenings	9 hrs. some evenings
2,000-4,999	15 hrs. some evenings	13.50 hrs. some evenings
5,000-9,999	25 hrs. some evenings	22.50 hrs. some evenings
10,000-14,999	40 hrs. 5 days, evenings	36 hrs. 4 days, evenings
15,000-24,999	50 hrs. 5 days, evenings	45 hrs. 4 days, evenings
25,000-49,999	59 hrs. 6 days, evenings	53 hrs. 5 days, evenings
Over 50,000	63 hrs. 6 days, evenings	57 hrs. 5 days, evenings

**\*Combined**, both libraries' hours open must equal 25 hours. Duplicated hours open only count once. Some of the open hours must be evening hours.

- Be open to all residents of the Commonwealth.
- Make no charge for normal library services.
- Lend books to other libraries in the Commonwealth and extend privileges to the holders of cards issued by other public libraries in the Commonwealth on a reciprocal basis.

# Formulating the (MAR) Municipal Appropriation Requirement

An average of the past 3 years **non-wavered** appropriation requirement, plus 2.5%

Fiscal Year	Total Reported Appropriation (TAMI)	Municipal Appropriation Requirement (MAR)	Posted Appropriation (TAMI or MAR) <small>Whichever is higher</small>	State Aid <b>(State is eliminating waivers)</b>
2019	156,742	187,420	187,420	Waiver
2020	164,580	189,822	189,822	Waiver
2021	169,000	192,153	192,153	Waiver
2022		194,543	194,543	No Waiver
2023		<b>196,977</b>	<b>196,977</b>	No Waiver
2024		199,421		No Waiver

How to calculate the (MAR) for FY2023

189,822

192,153

194,543

$\$576,518/3 = \$192,172 \times 1.025 (2.5\%) = \$196,977$

## Benefits of State Certification

The benefits of being certified with the State are greater than just receiving sizeable supplemental State funding:

1. The noncertified municipality and its library will not receive any State Aid to Public Libraries monies (M.G.L. c.78, s 19A)
2. Libraries in certified municipalities are **not required to lend library materials** to the library in the noncertified municipality (605 CMR 4.01 (6a)).
3. Libraries in certified municipalities are **not required to extend reciprocal library services**, beyond in-library use of their materials, to residents of the non-certified municipality (605 CMR 4.01 (6b)).
4. The library will **not receive support through the Small Libraries in Networks Program**.
5. The municipality is **not eligible to apply for funds** under the Public Library Construction Program (605 CMR 6.05 (1)(c)), and any existing grant will be invalidated because the library must maintain eligibility throughout the construction process in order to receive grant funds. (605 CMR 6.09(7)(b)).

The library will **not be eligible to apply for grants under the Library Service and Technology Act (LSTA) Program**.

West Warren

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget
<b>LIBRARIES</b>				
WARREN LIBRARY	\$ 82,290.00	\$ 84,500.00	\$ 97,272.00	
WEST WARREN LIBRARY	\$ 82,290.00	\$ 84,500.00	\$ 97,272.00	98,489
<b>LIBRARIES TOTAL</b>	<b>\$ 164,580.00</b>	<b>\$ 169,000.00</b>	<b>\$ 194,544.00</b>	

99,703.80

We are requesting the mandated 2.5% increase to remain eligible for State Aid, which is critical for the survival of any library.

## Warren Highway Department

Board of Selectmen,

Scope of new responsibilities of the Highway department for 2023 fiscal year.

The highway department will now be responsible for all grounds maintenance of town owned property. This includes all properties that fall under the control of the Parks Department, Cemetery Department, Common areas, and grounds around town owned buildings. This responsibility will include Spring and Fall Cleanup, weekly/biweekly grass mowing and trimming, and general cleanup and maintenance of all properties throughout the season. This will also include small projects to repair or upgrade these properties where the scope of the project does not reach beyond the budget or abilities of the highway department. Additional funding for projects may be requested and or supplied by the supporting departments that represent those properties.

The highway department will take its directives from the board of commissioners or representative that oversee the properties they are responsible for. The maintenance will be done within a reasonable time period as agreed upon from these directives. All projects will be overseen by the board of Commissioners or representative from each department as it pertains to their properties. The Grounds maintenance equipment from all departments included will be available and used to assist in the maintenance and projects on town property. The fuel, repairs and general upkeep of such equipment will be the responsibility of the highway department.

Additional responsibilities can be requested for special events where a part-time or full-time employee can be provided in order to facilitate the event. Special assistance with record keeping can be requested and applied where it is necessary.

These new responsibilities will require proper staffing to handle them. Which includes a 5<sup>th</sup> Fulltime employee rated at a PW2 classification and a part time staff rated at a PW1 classification. All ongoing maintenance and request for projects will be directed and delegated through the Highway Surveyor.

Thank you,

Jeremy Olson

Town of Warren Highway Surveyor

Sewer Commissioners  
Howard Molson - Chairman  
PO Box 1537 Warren MA 01083

3/29/2022  
from Madeline

	Actual Budget FY2018	Actual Budget FY2019	Actual Budget FY2020	Budget Request FY2021	Budget Request FY2022	Budget Request FY2023
Salary	178,301	221,432	237,472	240,940	245,337	283,813.58- 283,706.68
Sewer Unforeseen Expenses	2,000					
Sewer O&M Purchased Service	208,038	208,038	208,038	208,038	208,038	208,038.00
Sewer O&M Per Supplies	49,118	51,118	51,118	51,118	85,118	85,118.00
Sewer Board Salaries	4,500	4,500	4,500	4,500	4,500	4,500.00
Sewer Int and Dept	21,293	21,293	21,293	21,293	21,293	21,293.00
Indirect Costs	123,293	145,310	145,994	143,067	145,000	188,250.53
Total	586,543	651,691	668,415	668,956	709,286	791,013.11 790,906.21

Employee	Hourly Rate	Hours Per Week	Weeks/Year	Total
✓ Chief Operator	35.72	40	52.2	74,583.36
✓ Zack Ritzer	31.21	40	52.2	65,166.48
✓ Dave Gray	23.05	40	52.2	48,128.40
✓ Devon Colden	22.38	40	52.2	46,729.44
✓ Lisa Digris	18.65	30	52.2	29,205.90- 29,094.00
				263,813.58
Overtime				20,000.00
Total				283,813.58

111.90  
283,706.68

Warren Board of Sewer Commissioners  
ATM  
Budget for FY 2023

Article: To see if the Town will appropriate the following sums of money to finance the Sewer Enterprise Account for the fiscal year beginning July 1, 2022:

Commissioners Salaries	4,500
Dept Service	21,293
Wages	283,813.25
Purchased Service	208,038
Purchased Supplies	85,118
Total O&M	602,762.25

602,762.25

And that \$602,762.25 to be raised as follows: \$405,486.25 from Sewer Receipt Account and \$197,276

from the Sewer Retained Earnings Account.  
Total: \$ 602,762.25

Total O&M 602,762.25  
Estimated Indirect Cost calculation 188,250.53  
Need to raise total 791,012.78

740,901.21

## **Warren Historical Commission**

### **BUDGET FY 2023**

\$3,000 for gravestone conservation by  
a Conservation firm to work on  
gravestones in South Warren  
Cemetery FY 2023

\$2,000 toward the cost of preparation  
of National Register nomination  
by PVPC (Pioneer Valley Planning  
Commission) Conservation Planner

\$5,000 total



### **Explanation:**

\$3,000. In FY 2021 the Conservation firm performed fairly simple work over two days on four gravestones for which the charge was \$1,200. This year—FY 2022—we will be asking them to take on a more complex assignment for two to four gravestones. In FY 2023 we are planning to continue the restoration work in South Warren Cemetery.

\$2,000 The revised Survey form for South Warren Cemetery submitted to Mass. Historical Commission in FY 2022 has been deemed eligible as a starting point for writing up a Nomination for the National Register. We believe at least \$2,000 is needed to pay the Planner to write up the Nomination.

## **Warren: Open Space and Recreation Plan Committee**

<b><u>Name</u></b>	<b><u>Title/Org</u></b>	<b><u>Phone</u></b>
1 Sue Ramsey	Park & Recreation Commission	(413) 209-2476
2 Lisa Boucher	Park & Recreation Commission	(774) 452-4616
3 Tim O'Brien	Lucy Stone Park	(508) 892-7003
4 Joyce Eichacker	Conservation Commission	(617) 839-4701
5 Steve Cristol	Cemetery	(774) 232-8152

### **Consultants**

Dani Marini	CMRPC, Project Manager	(508) 459-3333
Chris Dunphy	CMRPC	(508) 459-3333

### **Town Contacts**

James Ferrera	Warren Town Administrator	(413)436-5701
Karen Dusty	Warren Administrative Assistant	(413)436-5701
David Dufresne	Chair, Board of Selectmen	(413)436-5701
Nancy Lowell	Town Clerk	(413)436-5701
Laurie Stockley	Assistant Town Clerk	(413)436-5701



# Board of Selectmen Meeting

Facilitator: \_\_\_\_\_

Date: 4/17

Objectives			

Attendee:

Karen Dusty

Attendee: \_\_\_\_\_

Attendee:

Christy McCann

Attendee: \_\_\_\_\_

Attendee:

Joseph A. Kauder, Jr.

Attendee: \_\_\_\_\_

Attendee:

Samantha Evans

Attendee: \_\_\_\_\_

Attendee:

Adam Laro

Attendee: \_\_\_\_\_

Attendee:

Jeremy Olson

Attendee: \_\_\_\_\_

Attendee:

G. M. Hette

Attendee: \_\_\_\_\_

Attendee:

Jim Dusty

Attendee: \_\_\_\_\_

Attendee: \_\_\_\_\_

Attendee: \_\_\_\_\_

Attendee: \_\_\_\_\_

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